
**Indiana Housing and Community Development Authority
Strategic Investment Process (SIP) Award Implementation Manual**

List of Exhibits by Chapter

Chapter 1: Policy Requirements

- A. Sample Donated Banked Match/Leverage Form
- B. Sample Lease Agreement
- C. CDBG Public Hearing Requirements
- D. Energy Savers Booklet

Chapter 2: Lead Based Paint Exhibits

- A. Definitions
- B. Sample Disclosure Format for Target Housing Rentals and Leases
Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards
- C. Summary Inspection Notice Format
- D. Summary Notice of Lead-Based Paint Risk Assessment

Chapter 3: Accessibility Requirements

NO EXHIBITS

Chapter 4: URA & Section 104(d) Requirement Exhibits

- A. Acquisition/Relocation Summary Form
- B. General Information Notice - Residential Tenant That Will Not Be Displaced
- C. General Information Notice - Residential Tenant To Be Displaced
- D. Notice - Non-Displacement To Residential Tenant
- E. Notice - Eligibility for Relocation Assistance (180 Day Homeowner)
- F. Notice - Eligibility for Relocation Assistance (Residential Tenant)
- G. Notice - Eligibility for Section 104(d) Relocation Assistance (Section 8 Assistance Available)
- H. Notice - Eligibility for Section 104 (d) Relocation Assistance (Section 8 Assistance Not Available)
- I. Notice - Voluntary Acquisition Disclosure to Seller
- J. HUD Form 40061 - Selection of Most Representative Comparable Replacement Dwelling
- K. Site Occupant Record - Residential
- L. Residential Relocation Management Report
- M. Record of Advisory Assistance and Other Contacts
- N. Claim for Moving and Related Expenses
- O. Claim for Replacement Housing Payment for 180-Day Homeowner
- P. Claim for Rental Assistance or Downpayment Assistance
- Q. Claim for Rental or Purchase Assistance - Under Section 104(d)
- R. Residential Moving Expense and Dislocation Allowance Schedule
- S. Guideform Notice to Prospective Tenant
- T. HUD Booklet 1042-CPD Relocation Assistance to Tenants Displaced from their Homes
- U. HUD Booklet 1044-CPD Relocation Assistance to Displaced Homeowner Occupants

Chapter 5: Fair Housing and Civil Rights Exhibits

- A. SAMPLE: Fair Housing Ordinance
- B. Affirmative Marketing Procedures and Certifications

- C SAMPLE: Affirmative Fair Housing Marketing Plan (HUD Form # HUD-935.2A)
- D HUD and Department of Justice (DOJ) Joint Statement "Reasonable Accommodations Under the Fair Housing Act"
- E HUD and Department of Justice (DOJ) Joint Statement "Reasonable Modifications Under the Fair Housing Act"
- F Brochure- "You May Be a Victim Of"
- G Fair Housing for HOME Participants

Chapter 6: Conflict of Interest Exhibits

- A Conflict of Interest Disclosure Statement

Chapter 7: Section 3 Exhibits

- A HUD Form 60002
- B Section 3 Required Contract Language

Chapter 8: Income Verification Exhibits

- A Selections from HUD Handbook 4350.3 Chapter 5
- B Technical Guide for Determining Income and Allowances
- C Tenant Income Certification
- D Tenant Income Certification Questionnaire (Eligibility Questionnaire)
- E Annuity Verification
- F Asset Verification
- G Bank Verification
- H Child or Spousal Support Verification
- I Disposal of Assets Verification
- J Employment Verification
- K Live-in-Care Attendant Certification
- L Live-in-Care Attendant Verification
- M Management Telephone Clarification
- N Marital Separation Status Certification
- O Non-Employed Status Certification
- P Release of Information Authorization
- Q Self Employment Certification
- R Social Security Verification
- S Student Status Verification
- T Tenant Self Certification
- U Zero Income Certification & Basic Needs Questionnaire
- V Paystub Income Calculation Worksheet
- W Employment Verification Income Calculation Worksheet

Chapter 9: Labor Standards (Davis Bacon Requirements) Exhibits

- A Notice of Labor Standards Officer
- B Request for Wage Decision
- C Federal Labor Standards Provisions (HUD Form 4010)
- D 10-Day Wage Decision Update
- E Contractor and Subcontractor Eligibility Process
- F Federal Contract Provisions
- G Davis Bacon Contract Provisions
- H Notice of Pre-Construction Conference

- I Notice of Start of Construction
- J Monthly Payroll Report Summary
- K Notification of Completion/Final Inspection
- L Final Wage Compliance Report
- M Department of Labor Form WH-347
- N Department of Labor Form WH-347 Instructions
- O Employee Interview (Form HUD-11)
- P Employee Interview Instructions
- Q Project Wage Rate Sheet
- R 5.7 Enforcement Report
- S 5.7 Enclosure – Schedule of Back Wages

Chapter 10: Procurement Exhibits

- A Informal Price Quotation Form
- B Formal Price Quotation Form
- C Contractor Eligibility Process
- D Federal Contract Provisions
- E Notice of Contract Execution
- F CDBG Disclosure Form
- G Bid Proposal Form for Public Work (Indiana Form 96)
- H OMB Circular A-87
- I OMB Circular A-102
- J OMB Circular A-110
- K Procurement Policy and Procedures- Sample for NFP/CHDO

Chapter 11: Environmental and Historic Review Exhibits

- A Environmental Review User's Guide
- B List of Environmental Review Resources
- C Environmental Review Forms
- D Environmental Review Sample Notices
- E Historic Review Resource Guide

Chapter 12: Funds Management Exhibits

- A Administration Funds Draw Policy
- B Policy for Drawing Funds for Developer Fees

Folder- CDBG Funds Management Forms & Instructions

Folder- CDBG-D Funds Management Forms & Instructions

Folder- HOME Funds Management Forms & Instructions

Chapter 13: Modification Procedures Exhibits

- A Modification Checklist

Chapter 14: Construction Standards and Physical Inspections Exhibits

- A IHEDA Rehabilitation Standards
- B Physical Inspection Affidavit
- C Physical Inspection Compliance Guide

Chapter 15: Lien and Restrictive Covenants & Affordability Requirements

NO EXHIBITS

Chapter 16: Program Monitoring and Record Retention Exhibits

A Sample IHCD Monitoring Handbook